



BUILDING SERVICE SAFETY

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1. GENERAL

1.01 Exposure to potential accident and injury is a daily concern. All possible precautions must be taken to ensure total safety. Communication is the proven deterrent to accidents through regular safety meetings which should instill a desire for all personnel to **think safety for themselves and fellow workers at all times.**

1.02 This is a new section in the reorganized Building Service layer of the 770 Division. Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 The Bell System Accident Prevention Plan, Appendixes 7 and 13, provide safety information suitable for safety meetings as well as on-the-job application.

2. BUILDING SERVICE EQUIPMENT SAFETY

2.01 All electrically powered machines and portable tools used in building service must be equipped with 3-wire cords and grounding plugs, or should be of the double-insulated type. All extension cords must be the 3-wire type equipped with grounding plugs. A continuity test must be made **monthly** to assure that the grounding wire is functioning. This would normally be done by a building mechanic or equivalent. The test can be made as follows:

- (a) Using a test buzzer, first touch the clips together with the switch in the "on" position to make certain the buzzer is operating. Then place one clip on the ground post of the 3-wire plug on the machine cord and touch the other clip to the metal case of the machine. The

buzzer should operate, indicating that the ground wire is functioning. With the clip still on the ground post of the plug, touch each conductor blade on the cap to test for a possible cross.

(b) The same steps can be followed using a voltmeter. A short reading on the meter would indicate continuity of the ground wire or a cross between the ground wire and a conductor. Refer to Section 010-111-010, Electrical Protection When Using Portable AC Operated Equipment.

2.02 Safety precautions to be considered concerning the care and use of building service machines are as follows:

(a) Floor Machines

- (1) Rubber bumper guards must be in place and in good condition on the brush base and motor head unit.
- (2) Machines shall not be equipped with automatic handle locks.
- (3) Machines should never be used in locations where noise levels are higher than the machine noise level. A malfunction, otherwise detectable by a change in the sound of operation of the machine, might not be noticed under such conditions.
- (4) When power-operated tools are designed to accommodate guards, they shall be equipped with such guards when in use.
- (5) Any damage to a machine which might affect its safety of operation shall be repaired immediately. **A machine with such damage awaiting repair shall be tagged, "Defective, do not use."**
- (6) Cords shall be protected against accidental damage that might be caused by traffic, sharp corners or projections, and pinching in doors.
- (7) Cords on machines shall not be spliced nor should any nick or cut be covered

with electrical or friction tape. The damaged cord should be replaced.

(8) Machines should always be checked before starting to make certain a pad is in place under the rubber drive pad block.

(9) Machines should not be left standing without an attendant in halls or stairway landings or in any location normally used as a passageway by other personnel.

(10) One person should not attempt to carry a floor machine up or down stairs.

(11) All machines should be kept thoroughly clean, with cords neatly stored and placed in their proper storage unit following use.

(b) **Vacuum Cleaner**

(1) Rubber bumper guards must be in place and in good condition.

(2) Never use a wet-dry vacuum in any room where noise is such that the machine being used cannot be heard. A malfunction, otherwise detectable by a change in the sound of operation of the machine, might not be noticed under such conditions.

(3) Never leave a machine standing abandoned in a traveled area or any location used by Telephone personnel where it may create a tripping hazard.

(4) All machines should be kept thoroughly clean, with cords neatly stored and placed in their proper storage unit following use.

(c) **Miscellaneous**

(1) Do not use metal handled mops due to the inherent danger from contact with electrical equipment.

(2) Never store any mop buckets, heavy ringers, etc, on shelves over 3 feet high.

(3) All mats or matting must lie flat on the floor and must have a proper edging. Any mat is to be removed immediately at the first indication of a tear or other defect which could produce a tripping hazard. Link

or similar surface mats must be of the type that any high heel shoe cannot catch, snag, or slip between. All mats, interior and exterior, must be totally nonslip both in contact and use surfaces.

3. BUILDING SERVICE SUPPLIES SAFETY

3.01 Handling and storage of building service supplies in a safe manner requires planning and adherence to practices designed to ensure accident-free operations.

(a) Rubber gloves should be worn for protection when handling any solution that might be harmful to the skin. Labels on containers of such products normally carry a warning to wear such protection.

(b) All material containers **must be clearly marked as to their contents.** This includes small spray bottles containing **ANY** type solution used by building service personnel.

(c) Most bowl cleaners are made with an acid base. Eye protection should be worn when using such products. Any accidental splash on the skin should be flushed away with large amounts of water. **Bowl cleaner is never left in the bowl.** It should always be flushed away when the cleaning operation is completed. The lid on the container of bowl cleaner must be firmly replaced, and the container should be stored away from the front edge of the storage shelf.

(d) Fluorescent lamps should always be stored in original cartons. Defective lamps should be placed in the carton where the new lamp was removed. Eventually, the carton will hold only defective lamps which can be disposed of as a unit. B Plastic Goggles should be worn whenever fluorescent tubes are handled. (See Section 010-100-005 or 081-020-011.)

(e) Bell System liquid floor cleaner is an ammonia-type substance. Fumes from this liquid are generally harmless; however, ventilation should be provided to guard against any possible ill effects.

(f) Gasoline, benzene, naphtha, alcohol, turps, and subturps are common flammable liquids that are classified as "Class 1" liquids and **shall**

not be stored in Telephone Equipment or Office Buildings. Refer to Section 770-300-152, Storage and Handling of Flammable Liquids, Films, Matches, and Explosives.

4. CONDUCT OF WORK OPERATIONS

4.01 Personal conduct and a proper attitude toward one's well-being is the key to accident-free work operations. The following are offered as reminders to encourage safe working habits while performing building service work:

(a) Personnel should never reach into waste receptacles with bare hands because one could encounter broken glass or other sharp objects.

(b) Building service should not be performed in areas where noise levels could be injurious such as a room with a diesel motor running. Should it be absolutely necessary for any Building Service personnel to enter a power room under these conditions, ear protection must be worn.

(c) Debris and waste should not be left on stairs, in halls, or outside of doors for any length of time while being removed from buildings. It should be carried directly to containers provided for that purpose. Combustible waste material and residues shall be kept to a minimum, stored in covered metal receptacles, and disposed of daily.

(d) Markers or identification barricades are always to be used when there is any possible danger of personnel being injured. Wet floors, areas under repair, or any area where building service machines are in operation are examples where such warnings must be provided.

(e) Ashtrays should be picked up with the palm of the hand over the open receptacle so as to sense any heat there might be from a live ash. Contents of the ashtray should be placed

in a metal container, preferably fitted with a cover.

(f) When wet mopping or applying floor finish, extreme care must be taken to guard against getting any liquid into any electrical outlet.

(g) Precautions to be observed regarding use and care of tools associated with building service work:

(1) No tool should be carried in pockets of clothing; a tool pouch should always be worn.

(2) Knives should always be sheathed when not in use.

(3) Putty knives should be of good quality, with a firm blade that does not bend easily when used.

(4) Screwdrivers and putty knives should be checked constantly for blade wear. Worn blades must be restored to their original shape for safe and efficient use.

(5) Tools should always be used for their intended purpose; eg, screwdrivers should not be used to pry open paint cans, long-nose pliers should not be used as a wrench to tighten nuts, etc.

(h) Employees should wear personal protective equipment as required by the job function they are performing.

(i) All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.

(j) A method of testing the slip resistance of resilient floors is described in Section 770-130-100, Measurement of Slip Resistance of Resilient Floors, Principles and Evaluation.